



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

June 9, 2003

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **STATUS OF WORKFORCE REDUCTION PLANS**

The Department of Human Resources (DHR) has been working with County departments to coordinate activities relating to proposed workforce reductions. This is to provide your Board with a status of our activities, including specific information on current workforce reduction plans for County departments.

Planning, Preparation and Completed Actions

Over the past 18 months we have been meeting regularly with the Department of Health Services (DHS) and partnering with them in their administrative consolidations and, more recently, in their workforce reduction activities. These meetings have included our partners in this process: the Chief Administrative Office, Office of Affirmative Action, Community and Senior Services, and the Office of Public Safety. Also during this period, in preparation for anticipated budget curtailments, we have revised our various communication and training materials for Workforce Reduction and have provided comprehensive training to human resources personnel in all County departments.

Current Departmental Actions

Attachment A provides the following information for County departments that are currently implementing workforce reduction plans:

- Department's workforce reduction plan received and approved by DHR
- Number of approved requests for exceptions to the order of layoff
- Target date for layoffs to be effective
- Date layoff notices given to employees
- Number of permanent employees to be laid off and reduced
- Number of temporary employees to be released

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Please note that the target numbers of employees to be laid off, released or reduced are subject to ongoing mitigation efforts and adjustments.

In addition we are working with several other departments who have requested information in anticipation of budget curtailments. We will provide more specific information on these departments if and when they proceed to the implementation phase.

We will be providing you with updated information on a weekly basis. Please call me if you have any questions or we can provide any additional information.

MJH:STS
SKT:SM

Attachment

c: Department Heads
Administrative Deputies
Personnel Officers

STATUS OF WORKFORCE REDUCTION PLANS.MBS

DEPARTMENT OF HUMAN RESOURCES
STATUS OF COUNTYWIDE WORKFORCE REDUCTIONS PLANS
(in order of plan submission date)

Status Report: Monday June 9, 2003

Department	Plan Submitted to DHR	Plan Approved by DHR	Exceptions to the Order of Layoff	Target Effective Date	Employee Notice Date	No. of Permanent Employees Reduced	No. of Permanent Employees Laid off	No. of Temporary Employees Released
Public Defender	05/28/03	06/02/03	0	06/30/03	06/16/03*	1	3	0
Health Services	06/02/03	06/09/03*	32	06/30/03	06/16/03*	129	232	347
Parks & Recreation	06/04/03	06/09/03*	0	06/30/03	06/16/03*	2	14	14
Child Support Services	06/24/03*	07/03/03*	0	07/31/03	07/17/03*	TBD	TBD	133 06/30/03*
TOTAL			32			132	249	494

* indicates target date